



Vacancy Announcement

United States Court of Appeals, Fifth Circuit

Office of the Clerk

Position:	Financial Procurement Technician (Position available in New Orleans. Anticipated to start in January 2006)		
Starting Salary:	CL 24 (\$30,258 - \$49,161) Depending on Qualifications and Experience		
Posting Date:	November 4, 2005	Closing Date:	Opened Until Filled
Announcement #:	7-2005		

Duties:

Supports financial operations and maintains accounting records; daily auditing and reconciliation of receipts and/or verification of deposits; procures, verifies delivery, issues payments, inventories and handles relocation and maintenance of furnishings, equipment and supplies; processes travel reimbursements; prepares budget estimates for various fund accounts; and, performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

In addition to the skills and abilities listed below, this position requires a high school diploma, two years of general clerical experience and one year of accounting/procurement experience.

- Basic knowledge of accounting and procurement procedures
- Computer literate with working knowledge of Excel and Word Perfect 12
- Sound judgement with strict adherence to procedural requirements
- Fast and accurate typing and data entry
- Excellent oral and written communication skills
- Quick and efficient handling of large quantity of work
- Ability to work as a team member to achieve a common goal
- Demonstrated ability to process complex issues with discretion, confidentiality and a meticulous attention to detail
- Customer oriented
- Regular lifting of boxes and moving of furniture and equipment

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Two years of accounting/procurement experience
- Proficiency in WordPerfect 12, Excel and Windows
- Associate or higher degree or a vocational certificate in accounting, business or related field

Application Process:

Interested applicants must submit a cover letter indicating the position they are applying for and an Application For Judicial Branch Federal Employment (Form AO 78), to the address listed below. This form can be obtained under the vacancies section of the Fifth Circuit website, www.ca5.uscourts.gov.

U.S. Court of Appeals, Fifth Circuit
Clerk's Office Personnel Department
P.O. Box 610160
Houston, TX 77208

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, WordPerfect 12, Excel, data entry, basic math, petty cash and bank reconciliation.

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment

- 20 days paid vacation per year after three years of employment

- 26 days paid vacation per year after 15 years of employment

- 13 days paid sick leave per year

- 10 paid Federal holidays per year (plus Mardi Gras)

- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)

- Optional participation in the Federal Health Insurance Program (with a wide choice of plans)

- Participation in a pretax flexible spending accounts programs

- Voluntary participation in life, long-term disability and long-term care insurance programs

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

Information:

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Funds are not available to support travel or relocation expenses.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based on test scores.

The successful candidate will be offered employment based on a satisfactory criminal background records check. Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.